

Minutes of Finance & Personnel (Autumn 1) Meeting

Wednesday, 9th October 2019 at 6.30pm

Present	Mark Whitehead (MW) Heather Chapman (HC) Camilla Collins (CJC) Kieran Collins (KC) Gemma James-Moore (GJ-M) Laura Ovenden (LO) Roger Panter (RP)	Chair Headteacher
Apologies	Simon Forder (SF) Nicola Ward (NW)	
In attendance	Jane Fitzpatrick (JF) Flavia Coleman	Senior Admin Officer Cover Clerk

		Action
1.1.	Welcome The Chair opened the meeting at 6.30 pm and welcomed everyone.	
1.2.	Fire Evacuation Procedures The exit route through the classroom door leading to the car park was noted.	
2.1.	Apologies Apologies were received and accepted from Nicola Ward (attending Leadership Award ceremony with Linda Tansley). Simon Forder was not present at the start of the meeting and had not sent apologies beforehand, but apologies were received later in the meeting as he had been unavoidably detained due to work commitments. The meeting was confirmed as quorate.	
2.2.	Declaration of pecuniary interests/conflict of interests There were no declarations of pecuniary interest or conflicts of interest in any of the agenda items.	
3.1.	Minutes of the meeting held on 25th June 2019 The minutes of the meeting held on 25 th June 2019 were agreed as an accurate record and were signed by the Chair.	
3.2.	Actions Arising <u>Account codes relating to benchmarking results (item 9)</u> – to be identified in the spring term (see item 10 below). <u>Front gate (item 11)</u> – the reasons why the front gate had been unlocked at lunchtime and 3pm on 25 th June had been investigated and are now resolved. CJC advised that she had	CJC/JF

F&P Minutes 09.10.19 final
 Signed as an accurate record of the meeting by Mark Whitehead, Chair F&P Committee

at the F&P Meeting on 14th November 2019

3.3.	<p>carried out a spot check at other times and no issues had been identified.</p> <p><u>Absence of staff member (item 12)</u> – JF advised that the member of staff concerned had now left the school.</p> <p><u>Head Teacher's Performance Management Committee (item 13)</u> – the committee had met on 10th July as planned.</p> <p>Matters arising not on the agenda CJC advised that she would not be able to attend the Head Teacher's performance management review on 18th December. As there would still be three governors attending, it was agreed that the meeting could go ahead as planned.</p>	
<p>4.</p> <p>4.1.</p>	<p>Budget 2019/20 <u>Review figures to date for the current financial year and reasons for any significant variances</u> Copies of the YDEV22 and variance report as at 4th October 2019 had been circulated before the meeting and it was noted that the budget is broadly on track.</p> <p>KC offered to set up a spreadsheet for governors to use to add their questions and this was gratefully accepted.</p> <p>Total staffing costs are currently at 52.51% but, as the pay awards for teachers are backdated, this will reduce slightly.</p> <p>Expenditure on supply staff is over budget and is being monitored closely. The provision will be reviewed at the November budget revision. The HT advised that the number of training courses that staff have been attending is partly attributable to the over-spend but that this should reduce over the course of the year.</p> <p><i>Q. Are we still expecting that the income for Additional Grant for Schools (7690) and High Needs Top-up Funding (7691) will be in line with budget when all payments are in?</i> <i>A (JF). Most of the income is front-loaded but the Additional Grant for Schools and the High Needs Top-up Funding is received termly. The High Needs Top-up Funding income for the autumn term is expected in November. The Additional Grant for Schools covers the pension grant for teachers and we are expecting to receive the amount we have budgeted for.</i></p> <p>The variance report contained a proposal that RP be asked for his advice on increasing the provision for gas by £500 to £7,500 at the budget revision. RP confirmed his agreement, with the provision for electricity remaining at £14,300.</p> <p>It was noted that Rachel Marchant, the school's EFS advisor, would be providing LO with an induction on 18th October and would be visiting again to discuss the budget revision.</p> <p>The Senior Admin Officer was thanked for preparing the detailed reports.</p>	KC
<p>5.</p> <p>5.1.</p>	<p>Teachers' Pay Award Pay award and implications for budget The HT advised that 2% of the 2.75% cost of living award had already been provided for in the budget and that the remaining 0.75% would be covered by the additional allocation expected in November. There should therefore be no impact on the budget. Pay</p>	

5.2.	<p>statements for staff will be prepared by 31st October.</p> <p>Amendments to Pay Policy To be covered under item 9.2</p>	
6.	<p>Update from Pay Committee MW advised that the Pay Committee had been provided with very comprehensive information for its meeting on 26th September.</p> <p>The committee had unanimously approved all the recommendations and was satisfied that all the appropriate procedures had been followed.</p>	
7.	<p>Control Checks</p> <ul style="list-style-type: none"> Purchase Card – MW advised that the check would be carried out on 16th October at 4pm. Single Central Register – The Senior Admin Officer advised that SF had carried out the check the previous day and no concerns had been raised. The only issue was with documents confirming the name changes of two members of staff who had recently married and which are awaited. <p>The report will be uploaded to GovernorHub.</p>	<p>MW/JF</p> <p>JF</p>
<p>8.</p> <p>8.1.</p> <p>8.2.</p>	<p>Staffing Structure and Recruitment</p> <p>Current staffing issues and recruitment position The HT updated the committee on the following staffing changes:</p> <ul style="list-style-type: none"> Breakfast Club Leader: interviews had been held and an appointment made and the successful candidate is now in post. KS2 class teacher: interviews had been held and an NQT, Rebecca Thomas, had been appointed and had joined the school earlier in the week. Emma Dinsdale will work alongside her in class. The original intention was to make an appointment which would allow Emma Dinsdale to be non-class based but this will still allow her to be released from class for some of the time. Admin Assistant: five candidates had been interviewed and an appointment made. The successful candidate will join the school on 21st October. Special Needs Assistant: two candidates had been interviewed and an appointment made. However, the successful candidate has now declined the offer. As the second candidate was not suitable, the vacancy will be re-advertised. <p>Equalities Monitoring The Equality Monitoring reports for the roles of Breakfast Club Leader, KS2 teacher, Admin Assistant and Special Needs Assistant had been circulated before the meeting.</p> <p><u>Breakfast Club Leader (from October 2019)</u></p> <ul style="list-style-type: none"> There was one shortlisted applicant, female and British/white, with no declared disability. There was one successful applicant, who was female and British/white. <p><u>KS2 Class Teacher (for October 2019)</u></p> <ul style="list-style-type: none"> There was one shortlisted applicant, female and British/white, with no declared disability. There was one successful applicant, who was female and British/white, with no declared disability. 	

	<p><u>Admin Assistant</u> (for October 2019)</p> <ul style="list-style-type: none"> • There were 29 applicants, 28 female and one male. • There were 5 shortlisted applicants, all female and British/white. • There was one successful applicant, who was female and British/white, with no declared disability. <p><u>Special Needs Assistant</u> (for October 2019)</p> <ul style="list-style-type: none"> • There were 4 applicants. 100% were female and British/white, with no declared disability. • There were 2 shortlisted applicants. 100% were female and British/white. • As noted earlier, no appointment had been made. <p>A governor noted that there was no information about ethnicity in the report on the applicants for the Admin Assistant role and the HT explained that this was because most of the applicants had chosen not to declare it as part of their application. As this is not a mandatory requirement, it was agreed, following discussion, that, for the future, the report will include the number of applicants called for interview who had declared their ethnicity but that advice would be sought from EPS to ensure that this does not breach any regulations.</p>	LO
9.	Policies	
9.1.	<p>Manual of Financial Practice and Procedures</p> <p>It was unanimously agreed to adopt the Manual of Financial Practice and Procedures and any in-year updates.</p>	
9.2.	<p>Pay Policy 2019/20</p> <p>The model policy, personalised to the school, had been circulated before the meeting. It was unanimously agreed that the section under paragraph 3.4.1.2, relating to Head Teachers paid on a range above the group size maximum for the school at 1st September 2015 should be removed as it was not relevant to the school.</p> <p>Governors discussed the pay ranges for the Deputy and Assistant HTs and agreed a solution, which will be reported to the Full Governing Body. <i>KC, CJC and HC left the meeting while this took place.</i></p> <p>It was unanimously agreed to approve the policy, subject to the changes agreed, and to report this to the Full Governing Body.</p>	LO LO
9.3.	<p>Performance Management Policy</p> <p>The model policy, personalised to the school, had been circulated before the meeting and was approved without amendment.</p>	
9.4.	<p>Financial Standards Statement and Policy/Statement of Financial Expectations</p> <p>The statement and policy, together with the Statement of Financial Expectations, had been circulated before the meeting and were approved without amendment.</p>	
10.	<p>Completion of SFVS Return</p> <p>The Schools Communication outlining the changes to the SFVS return had been circulated before the meeting. MW offered to help with the planning for the completion of the return.</p> <p>It was noted that the benchmarking exercise would be brought forward to tie in with the date for submission of the return (see item 3.2 above).</p>	MW CJC

11.	Any Other Business No matters were raised.	
	Meeting closed at 7.20 pm.	
	Date of Next Meeting Thursday 14 th November 2019. Apologies from CJC were noted.	

FINANCE AND PERSONNEL COMMITTEE OUTSTANDING ACTIONS

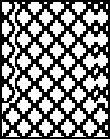
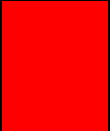
Date of meeting	Agenda item	Action	By Whom	Status
25/06/19	9	The control check on the purchase card to be arranged.	MW/JF	ONGOING
25/06/19	9	CJC and JF to work together to identify which account codes feed into the benchmarking results for admin supplies and insurance premiums.	CJC/JF	ONGOING
25/06/19	11	JF to investigate why the front gate had been found unlocked at lunchtime and at about 3pm on 25 th June.	JF	COMPLETED
25/06/19	12	JF to pursue high level absence of new member of Learning Support Team	JF	COMPLETED
25/06/19	13	Subject to confirmation, the HT Performance Management Committee to meet on 10 th July at 5.45pm.	CJC/GJ-M/TG	COMPLETED
09/10/19	4.1	KC to set up a spreadsheet for governors to use to add their questions.	KC	
09/10/19	7	The report on the control check on the Single Central Register to be uploaded to GovernorHub.	JF	
09/10/19	8.2	The equalities monitoring report to include the number of applicants called for interview who had declared their ethnicity. Advice to be sought from EPS to ensure that this does not breach any regulations.	LO LO	
09/10/19	9.2	The solution to the pay ranges for the Deputy and Assistant HTs in the Pay policy to be reported to the Full Governing Body. Approval of the policy, subject to the changes agreed, to be reported to the Full Governing Body.	LO LO	
09/10/19	10	MW to help with the planning for the completion of the SFVS return.	MW	

F&P STANDING AGENDA ITEMS / CONTROL CHECKS 2019/20

Item	Autumn	Spring	Summer	By whom
	*Date set	Date set	Date set	
Manual of Financial Practice & Procedure (annually)	COMPLETED FGB 19/09/19			FGB
Payroll check (annually)		Mar 20		
Purchase Card check (3 checks per year / termly reports to F&P committee)	Arranged for 16/10/19	Feb 20	May 20	MW
Petty Cash (annually)		Feb 20		
Benchmarking (annually)		Mar 20		
Income (annually)		Mar 20		
IT asset register (annually)		Mar 20		
Statement of Financial Expectations (annually)	COMPLETED F&P 09/10/19			F&P
Single Central Register	COMPLETED 08/10/19	Feb 20	May 20	SF

***Control checks** – date of actual check included in table. Report on control check to be added to agenda of F&P for relevant month / term.

Key:

	No Check due this term
	Check due this term